



AUBURN AREA
PROPERTIES LLC

Proposal to Manage Tuscany Hills Homeowners' Association, Inc.

Scope of services Provided:

Administrative Services:

- Organize annual and special meetings for Owners and the Board of Directors of the Association, including the preparation of notices, agendas, and other necessary documents.
- Guide and assist members of the Board of Directors of the Association in the performance of their obligations.
- Guide and assist the Association in the development of policies and procedures.
- Advise and assist in the administration of the provisions of the governing documents.
- Keep all records of the Association, including the Articles of Incorporation, Bylaws, Resolutions, Rules and Regulations, policies, minutes of meetings, copies of contracts, etc. All these records belong to the Association.
- Maintain registers of Owners, Officers and Directors and such other registers or schedules as required by the governing documents.
- Attend to all necessary correspondence on behalf of the Association.

Financial Services:

- Maintain checking, savings, and other banking accounts in the name of the Association.
- Maintain computerized records for all Owners showing balances and statements.
- Maintain computerized records for all Vendors showing balances and statements.
- Maintain back-up copies of all financial records of the Association.
- Prepare monthly reconciliation reports for the Association.
- Notify Owners of any delinquency and take reasonable action for the collection of the delinquent assessments as determined by the Association.
- Make all disbursements from assessments collected for normal recurring expenses as provided in the Annual Operating Budget and as approved by the Association.
- Furnish year-end financial reports which include all income and expenses and reflect the net cash position of the Association.
- Assist in the annual audit of the association if needed.
- Assist in preparing the Annual Operating Budget for the Association which shall include income, expenses, and reserve allocation funding.

- Assist the Association's accounting firm in submitting the necessary data to file corporate returns.
- Submit statements to Owners relative to dues and/or special assessments if needed.

Physical Property Services:

- As directed by the Association, authorize and facilitate those activities which are necessary to maintain the property.
- Coordinate the activities of all Vendors required for the operation and maintenance of the property.
- On behalf of the Association, submit bids and negotiate contracts for all Vendors that are required to maintain property.

Support Services:

- Communicate with property Owners to understand their issues and find appropriate solutions.
- Administer the Association's insurance portfolio, including the filing of claims.
- Prepare, copy, print and mail Association written communications.
- Prepare and mail welcome information to new Owners.
- Maintain up to date mailing address information for Owners.

Cost of Services:

Annual Contract Cost will be \$8,100.00 to Auburn Area Properties LLC paid monthly as stated in management contract for a two year term, and may be renewed annually thereafter with no initial set up fee. Management services contingent upon a satisfactory management contract between Association and Management Company.

If you have any questions, please do not hesitate to contact me.

Thank you,



Brian Huddleston

Broker/Owner

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